

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I. Class Title: Streets Manager

Revision Date: 8/04  
EEO Code: Professional  
Status: Exempt (Exec)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Director of Public Works, maintains streets and flood control systems and supervises employees in the Streets Division.

III. Essential Duties

- Supervises and directs the daily activities of street and concrete maintenance crews, including street maintenance & construction, snow removal, spring clean-up, and other related activities.
- Hires, trains, motivates and disciplines employees in the Streets Division.
- Responds to and solves citizen concerns and problems.
- Coordinates street and concrete projects with other Public Works divisions and City departments.
- Participates in the training of street division employees.
- Judges and prioritizes street and concrete projects for value, importance, and potential problems and benefits.
- Participates in preparing, examining, and correcting contract documents.
- Oversees operation of pavement management and concrete inventory systems.

IV. Marginal Duties

- Participates in emergency operations.
- Coordinates special projects with other governmental agencies.
- Coordinates community development projects.
- Performs other duties as assigned.

V. Qualifications:

**Education:** High school diploma or equivalent and two years technical training (prefer bachelor's degree) in mechanics, engineering, or related field required; valid Utah Drivers License required.

**Experience:** Five years of related work experience with at least three of those years including supervisory experience. May substitute one year for one year of any equivalent combination of related education and experience, except the years of supervisory experience.

**Knowledge of:** Use, operation, and maintenance of a variety of equipment used in highway work; road base stabilization; soils and drainage; general street construction practices; OSHA safety standards; safe work practices; mathematics used to calculate correct amounts of materials; personal computer applications such as word processing and spreadsheet.

**Responsibility for:** Great responsibility for the care, condition and use of materials, equipment, money and tools; great responsibility for decisions that affect the activities of people- what to do, how to do it and when; responsibility to the maintenance of City streets and flood control systems; responsibility for the exercise of discretion and judgement in carrying out projects and responding to emergency calls; responsibility for the supervision of employees in the streets division.

**Communication Skills:** Ability to communicate effectively verbally and in writing using proper grammar and spelling; ability to professionally furnish and obtain information from other departments; ability to work effectively as a team member; frequent contact with officials, citizens, and other departments/agencies requiring tact and judgement.

**Tool, Machine, Equipment Operation:** Regular use of personal computer, printer, calculator, and telephone system; frequent use of a copier; occasional use of a variety of tools and street equipment.

**Analytical Ability:** Organize time, information, schedules, and projects; prioritize tasks, work well under pressure and impending deadlines; supervise effectively; establish effective working relationships with City Officials, employees and the public.

VI. Working Conditions:

Job entails exposure to cold, heat, dust, fumes, noise, wet/humid conditions; intermittent sitting and standing; moderate exposure to deadlines and evening/overtime work; moderate mental pressure and fatigue exist during an average work day due to exposure to deadlines.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.